



# COVID-19 FACE COVERING PROCEDURES

**Rationale:** EVERYONE on campus always has a shared responsibility and expectation to protect the safety and health of ALL occupants. As per the Centers for Disease Control and Prevention guidance, cloth face coverings have been proven to reduce the spread of Covid-19 when used by people in public settings. Cloth face coverings worn over the nose and mouth, serve as a protective barrier to prevent respiratory droplets from traveling into the air and onto other people when a person wearing the cloth covering coughs, sneezes, talk or raises their voice. To protect the SAFETY and HEALTH of ALL students, faculty and staff on campus, face coverings will be required, and the following Covid-19 Face Covering Procedure will be implemented and enforced during the 2020-2021 school year.

	<b>FACE COVERING ZONE IS CAMPUS-WIDE</b>	
Hallway Transitions		Main Office
Restrooms		Student Services Office
OFI Classroom		Guidance Office Area
Clinic		New Horizons Program Office
COVID-19 Isolation Room		School Bus
Before School Mass Gathering Locations (Cafeteria, Picnic Area, Gym, Media Center)		After School Dismissal Locations (Parent Drop-Off, Bus Ramp, Flag Pole Gate Area)

## CLASSROOM REQUIREMENTS

Face coverings will be required in all classrooms. Face covering breaks will be determined and supervised by teachers. Face Covering Breaks will be conducted as per current CDC physical distancing guidelines.

## BREAKFAST & LUNCH REQUIREMENTS

Face coverings may be removed for the consumption of food and beverages during breakfast and lunch. Face coverings will be placed back on when food consumption is complete. Seating will be assigned and limited to adhere to recommended CDC physical distancing guidelines.

## TYPES OF FACE COVERINGS

Types of face coverings can include a cloth mask or medical-grade masks (e.g., surgical face masks, N95 respirators). A face covering must cover the nose and mouth completely. Any mask that incorporates a valve that is designed to facilitate easy exhaling, mesh masks, or masks with openings, holes, visible gaps in the design or material, gaiters, bandannas, or vents are not sufficient face coverings because they allow droplets to be released from the mask.



## NON-COMPLIANCE PROCEDURES

<b>1<sup>st</sup> Offense – Failure to comply with established requirements for student health, safety and welfare, including dress code and safety protocols.</b>	
<b>Step 1:</b>	Teacher/Staff Member will notify Student Services
<b>Step 2:</b>	Student will be escorted to Student Services
<b>Step 3:</b>	Parent/Guardian Contact and/or Conference will be conducted by Administration (Dean of Students, Assistant Principal or Principal)
<b>Step 4:</b>	<b>Assigned Disciplinary Consequence:</b> Consequences for 1 <sup>st</sup> offense shall be informal, in accordance with school board policy 5500—Student Conduct/Discipline. Informal consequences include but are not limited to a written warning or reprimand, school detention, privileges withdrawn, or referral to dispute resolution programs (i.e., New Horizons) and encouragement to participate.
<b>* Special Notes:</b>	<ul style="list-style-type: none"> <li>(1) If the student continues to be non-compliant, they will be placed in the Non-Compliance Isolation Area until parent/guardian pick-up or until they comply with the face covering policy.</li> <li>(2) If the offense is classified as a <b>Level 2 Offense (Violation of Campus Safety Rules)</b>, additional Disciplinary Consequences will be assigned at the discretion of Administration.</li> </ul>
<b>2<sup>nd</sup> Offense - <u>Repeated</u> failure to comply with established requirements for student health, safety and welfare, including dress code and safety protocols.</b>	
<b>Step 1:</b>	Teacher/Staff Member will notify Student Services
<b>Step 2:</b>	Student will be escorted to Student Services
<b>Step 3:</b>	Parent/Guardian Contact and Notification of 2 <sup>nd</sup> Policy Violation will be conducted by Administration (Dean of Students, Assistant Principal or Principal) to inform parent of the student’s failure to correct repeated misconduct.
<b>Step 4:</b>	<b>Assigned Disciplinary Consequence:</b> Consequences for repeated offenses may be informal (as listed above) or formal depending on the misconduct. Analyze the situation to determine the type of consequence that is warranted. Formal consequences may include but are not limited to in-school suspension or out-of-school suspension up to expulsion.
<b>* Special Notes:</b>	<ul style="list-style-type: none"> <li>(1) If the student continues to be non-compliant, they will be placed in the Non-Compliance Isolation Area until parent/guardian pick-up or until they comply with the face covering policy.</li> <li>(2) If the offense is classified as a Level 2 Offense (Violation of Campus Safety Rules), additional Disciplinary Consequences will be assigned at the discretion of Administration.</li> <li>(3) At the discretion of the principal or the principal’s designee, a request may be made to the Superintendent to temporarily reassign (alternatively place) a student to protect the health, safety and welfare of students and staff.</li> </ul>